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1 Introduction

A Supplier Portal enables a buying company to communicate key procure-to-pay information with suppliers and secure, self-service business transactions between companies and their suppliers. It provides Suppliers with the ability to use a standard Web browser to directly manage business transactions and access secure information.

Supplier Portals provide a collaborative platform for a buyer to manage relationships with their global supply base. With a Supplier Portal, suppliers can receive immediate notifications and respond to events in the purchasing and planning process. Supplier Portal provides the framework that enables buyers and suppliers to communicate key business transactions while enabling the ability to search, monitor, revise, and review.

1.1 Purpose

The WSSC Supplier Guide is intended to be used by a supplier to gain familiarity with the Washington Suburban Sanitary Commission’s (WSSC) Supplier Portal. The guide outlines the steps to be followed by the Supplier to:

- Register in the Supplier Portal
- View/download Solicitation Information
- Complete Updates to Supplier Profile
- Reset Password
## 2 Terminology

This section provides a cross reference of terminology as displayed in the Supplier Portal to the meaning from the business standpoint for the Washington Suburban Sanitary Commission (WSSC). The Supplier Portal Term column provides the term as displayed in the Supplier Portal System and the WSSC Business Term column provides the term as defined when conducting business with WSSC.

<table>
<thead>
<tr>
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<th>WSSC Business Term</th>
</tr>
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<tr>
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</tr>
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<td>Auction</td>
<td>Invitation For Bid (IFB) and Request For Quote (RFQ)</td>
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<td>3</td>
<td>RFI</td>
<td>Request For Information (RFI) and Request For Qualifications (RFQu)</td>
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<td>Request For Proposal (RFP) and Multi-Step IFB (MS IFB)</td>
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<tr>
<td>5</td>
<td>Abstract</td>
<td>Briefer</td>
</tr>
<tr>
<td>6</td>
<td>Products and Services Code</td>
<td>NAICS Code</td>
</tr>
<tr>
<td>7</td>
<td>Business Classification</td>
<td>MBE/WBE/SLBE/etc. Status</td>
</tr>
</tbody>
</table>
3  Register with WSSC

3.1  Provide Supplier Information

This section describes the steps to be followed by a Prospective Supplier to register to do business with WSSC.

1. To access the Prospective Supplier Login page, click or provide the following URL in an Internet Browser:

   Click here to register in the Supplier Portal.
3.2 Step 1 - Provide Basic Information

1. The first of 4 steps requires the Supplier to provide the information with fields in the Company Details and Contact Information section of the Basic Information page.

   All mandatory fields are marked with an (*) asterisk and requires information be entered to proceed to the next step.

2. W9 is required for approval. Certificate of Insurance (COI) can be attached at the option of the supplier or as requested.

   NOTE: If you are entering any information under the Business Classification section of the registration, a copy of the supporting documentation, i.e. MBE Certificate, must be uploaded.

3. To select a Tax Country click on the icon.
4. Enter the ‘%’ character followed by the Country Name (i.e. “United”) and select the Quick Select icon associated with the Country’s Name (i.e. United States.)

![Search and Select: Tax Country]

5. Select the Next button to proceed to Step 2 of the Registration process.

TIP: If an error message is displayed, indicating the tax ID is being used by another company, review the information entered in step 1 of the registration process and remove any information from the “Tax Registration Number (VAT)” field.
3.3 Step 2 - Provide Company Details

1. The second of 4 steps requires the Supplier to provide the information with fields in the addresses of business locations, contacts and business classification for the Supplier.

2. To provide a business location, select the Create button under the Address Book section.
3. The Supplier provides the address information for the location.

   All mandatory fields are marked with an (*) asterisk and requires information be entered to proceed to the next step.

4. Select the **Apply** button.

5. The **Supplier Portal** displays the address record.

6. The Supplier selects the relevant business classifications in the **Business Classifications** section and provides the corresponding **Certificate Number** and **Expiration Date** information where applicable.
7. To provide a Products and Services Code (NAICS Code), the Supplier selects the **Create** button in the **Products and Services** section of the **Company Details** page.

**NOTE: Select all codes which are applicable to your company’s products and services. At least one entry is required.**

Visit the site below to view a complete directory of NAICS Codes.

a. To search for a NAICS Code, the supplier must provide the Code or Description in the respective field and click on the **Go** button.

b. To select a NAICS Code, the Supplier selects the corresponding **checkbox** under the **Applicable** field from the list of NAICS Code records in the Search Results and selects the **Apply** button.
   
i. For informational purposes, the Products and Services and their corresponding 2-digit Code is displayed in the lower half of the page.
c. Supplier Portal displays the selected NAICS Code records in the **Products and Services** section.
   
i. To delete any of the NAICS Codes currently associated with the Supplier, the Supplier selects the trash can icon found under the **Delete column next to** the corresponding NAICS Code.
3.4 Step 3 - Provide Additional Information

1. The third of 4 steps requires the Supplier to provide the business type and business classifications of the Supplier.

2. To provide general business information, select the appropriate options with the Business Type, Organization Type, 1099 Reportable and Primary NAICS Code fields in the Additional Info section.

3. To provide a NAICS Code in the Primary NAICS Code field, select the icon.

**NOTE: All mandatory fields are marked with an (*) asterisk and requires information be entered to proceed to the next step.**
4. A search may be performed by NAICS Code or Description.

   a. To search by description, select the Description option with the Search By field, enter the ‘%’ character followed by the full or partial description text and click on the Go button.

   b. To search by NAICS code, select the Display Name option with the Search By field, enter the ‘%’ character followed by the full or partial code and click on the Go button.

5. To select the relevant NAICS Code, select the Quick Select icon corresponding to the NAICS Code.
3.5 Step 4 - Provide Attachments

1. The last of 4 steps allows the Supplier to upload attachments.
   - The Supplier is required to upload a completed W9 Form for approval.
   - If applicable, the Supplier is required to upload a copy of their certificate or certification letter supporting the Business Classification listed on step 3 of the registration process.
   - A copy of the Certificate of Insurance (COI) may be uploaded at the discretion of the Supplier.

2. To add an Attachment, select the Add Attachment button.

   *NOTE: This step may be used to attach a Minority Certificate, Certificate of Insurance, W9 Form or any other relevant form.*
3. To add the Attachment:
   a. select the appropriate option type: File, URL or Text
   b. add a document title; and
   c. description
   d. Click on the Browse button to browse to the location of the document.

4. To add additional documents, select the Add Another button and repeat step 3.

5. The Supplier Portal displays a notification confirming the successful adding of the Attachment.

6. Once all attachments have been uploaded, submit the Registration by clicking on the Submit button.
7. The **Supplier Portal** displays a notification confirming the Registration was submitted for approval by WSSC.

   **NOTE:** A Username and Password will be issued to the Supplier once the submitted registration has been **reviewed and approved**.
3.6 Notify Supplier of Registration Approval

1. On approval by WSSC, the Supplier will receive an email notification from “WSSC Workflow Mailer” along with the Username and temporary Password to be used by the Supplier to login to the Supplier Portal.

   NOTE: Please ensure the notification from “WSSC Workflow Mailer” is not in the spam folder of your mailbox.

2. Click on the “Log On” link to access the Supplier Portal. Use the URL to manually access the Supplier Portal:

![Email Notification Example]

   You have been registered at Washington Suburban Sanitary Commission for access to their supplier collaboration network. You can log on with the username TESTLAV3@GMAIL.COM and the password Fr1[70].

   When you first log on, you will be required to change your password for security purposes. Contact administrator for additional information.

   Thank you.
3.7 Accessing the Supplier Portal

1. To access the **Supplier Portal**, the Supplier provides the User Name and Password information in the corresponding fields.

2. When you login the first time, the **Supplier Portal** will prompt the Supplier to change the Password to a new Password. Enter your current password and new password. Confirmation of your new password is required.

3. The Supplier selects the **Submit** button to reset the password.
3.8 Resetting your Supplier Portal Password

- Go to: [WSSC One-Source](#)
- Click ‘Login Assistance’:

![WSSC One-Source Login Assistance](image)

- Under the Forgot Password section enter a valid user name (typically the username is the email address used during the registration process)

![WSSC One-Source Forgot Password](image)

- Then click on the “Forgot Password” button.

A message indicating your request was submitted successfully will appear. Please check the email address for an email notification from “WSSC Workflow Mailer.”
4  Profile Update by Registered Suppliers

This section provides the steps for Registered Suppliers to update the information found on the WSSC’s Supplier Portal profile.

4.1  Access Supplier Profile

1. To access the Supplier information, the Supplier selects the WSSC Supplier Profile & User Manager or WSSC CBR Supplier Manager link.

   To logout of the Supplier Portal, select the Logout link.

4.2  Update General Information

1. The Supplier Portal application displays the General page of Supplier Administration.

   From the available options found under the Supplier Administration, select the section requiring updates.
2. To add an Attachment, click on the General link, hover over the **Add Attachment** button, select an appropriate **Attachment Type**. Browse to the location of the document when the **Attachment Type** selected is the **File** option.
4.3 Update Company Profile Information

1. To update Organization related information, select the Organization link.

2. Select the Overview tab to provide the organization, employee and financial information in the Organization, Total Employees and Tax and Financial Information section of the Organization page.

3. Select the Additional Info tab to provide the Business Type, Organization Type, 1099 Reportable and Primary NAICS Code information of the Organization page.

4. To provide Primary NAICS Code information, select the Search icon.
5. To search for a NAICS Code by the NAICS Code or NAICS Code Description, select the Display Name option or Description option with the Search By field.
   a. To search by description, select the Description option with the Search By field, enter the ‘%’ character followed by the full or partial description text as search criteria and then select the the Search By option and select the Go button.
   b. To search by NAICS code, select the Display Name option with the Search By field, enter the full or partial NAICS Code value followed by the ‘%’ character.

6. To select a NAICS Code record, select the Quick Select icon associated with the relevant record.
7. The Supplier Portal will display as tabs for each Business Classification entered by the Supplier during the Registration process.

8. Select the Minority Owned tab to provide the Certifying Agency and Gender information of the Organization page.

9. Select the Women Owned tab to provide the Certifying Agency and Ethnicity information of the Organization page.

10. Select the Small Local Business tab to provide the Gender and Ethnicity information of the Organization page.
11. To add a business location, select the **Address Book** link and select the **Create** button.

![Address Book creation](image)

12. The Supplier provides the information for the business location and selects the **Save** button.

![Address information input](image)

13. The **Supplier Portal** displays a **confirmation notification**.

![Confirmation notification](image)
14. To add a supplier contact, select the **Contact Directory** link and select the **Create** button.

15. Provide Contact information in the **Add Contact** section and select the **Apply** button.

16. The **Supplier Portal** stores the added Contact information.

17. To associate the Contact to an Business Location (Address), select the **Addresses** icon with the contact record.
18. To search for a business address, select the **Add Another Row** button and then select the **Search** icon.

19. Select the **Go** button in the Search window and select the **Quick Select** icon with the relevant address.

20. To save the associate the Address record with the Supplier profile, the Supplier selects the **Save** button.

21. The **Supplier Portal** displays the **Update** icon as disabled.
22. To provide Classification information, select the **Business Classification** link.

23. Select the applicable **Classification types** by selecting the relevant **checkbox** with the **Applicable** field for the classification types.
   
a. The **Status** of the Classification type is **ADD** for newly added classifications by the Supplier until approved by WSSC.
   
b. The **Status** is **Approved** for all Classifications approved by WSSC.

24. Provide the **Certificate Number** and **Expiration Date** information with the **Certificate Number** and **Expiration Date** fields as applicable.

25. To save the provided information, select the **Save** button.
26. To add a Products and Services code to the Supplier’s profile begin by selecting the **Products and Services** link. These are Products and Services that the Supplier is interested in being notified about when a Solicitation is published.

   a. Select the **Add** button on the **Products and Services** page.

   The Supplier is able to search for a Products and Services Code by either the NAICS Code or the NAICS Description.

   i. To search by the NAICS Code, provide part of the NAICS Code using the ‘%’ character or the full value of the NAICS Code in the **Code** field and then select the **Go** button.

   ii. To search by the NAICS Description, provide part of the NAICS Code using the ‘%’ character or the full value of the NAICS Description in the **Description** field and select the **Go** button.

   c. The Supplier Portal displays the search results matching the search criteria.

   d. The Supplier selects the **checkbox** under the **Applicable** field corresponding to the relevant Products and Services records and selects the **Apply** button.

   e. To view the next set of matching records when the search results exceed 10 records, select the **Next 10** link.

   f. The Supplier may look up the Codes for Products and Services in the lower half of the **Products and Services** page.
g. The Supplier Portal displays the notification of the confirmation of the Products and Services which were selected by the Supplier.

h. The Supplier selects the **Return to Products and Services** link to return to the Supplier profile.

i. The Supplier Portal displays the selected Products and Services by the Supplier which have an Approval Status of 'Pending Approval'. The Products and Services records remain in the 'Pending Approval' status until approved by WSSC. On approval by WSSC, the **Approval Status** for the Products and Services records changes to 'Approved'.
j. To remove a Products and Services code associated with the Supplier profile, the Supplier selects the checkbox associated with the Products and Services records and then selects the **Remove** button.

<table>
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<tr>
<th>Select Code</th>
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<th>Date Added</th>
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<th>View Sub-Category</th>
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<td>32.326.266130</td>
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<td>10-Aug-2015</td>
<td>Approved</td>
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<tr>
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<td>24-May-2016</td>
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<td>23.237.237390</td>
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<td>23-May-2016</td>
<td>Pending Approval</td>
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</tr>
</tbody>
</table>

k. The Supplier Portal displays a notification of the confirmation of the removal of the Products and Services code with the Supplier’s profile.

l. To return to the Supplier’s Profile, select the **Return to Products and Services** link.
m. The Supplier Portal displays the Products and Services codes excluding the code which was removed by the Supplier.
5 Download Solicitation

This section describes the steps that a Supplier needs to follow to download a Solicitation as a Registered Supplier.

5.1 Solicitation Download Using Menu Selection

This section describes the steps a Registered Supplier will need to follow to download a Solicitation using the Main Menu.

1. To begin the process of downloading the Solicitation, the Supplier should select the WSSC Solicitations ➔ Active Solicitations link.
2. The Supplier Portal displays all the active Solicitations.

3. To display the Solicitation, the Supplier selects the Solicitation Number link under the Solicitation # column.
   
   a. To search for an active Solicitation by Solicitation Number and / or Solicitation Title, the Supplier provides the search criteria in the Solicitation # and / or Title field.

   b. To search by Solicitation Number, the Supplier provides part of the Solicitation Number using the ‘%’ character or the full Solicitation Number and select the Go button. To search by Solicitation Title, the Supplier provides part of the Solicitation Title using the ‘%’ character or the full Solicitation Title and select the Go button.
4. The **Supplier Portal** displays the Solicitation information.
5. To download the Solicitation, the Supplier selects the **Printable View** option with the **Actions** field and then selects the **Go** button.
6. The Supplier Portal displays the **Open**, **Save** and **Cancel** options.

7. To **download** a copy of the Solicitation, the Supplier selects the **Save** or **Open** option.
   
a. To **view** a copy of the Solicitation, the Supplier selects the **Open** option.
   
b. To **decline** proceeding with the download of the Solicitation, the Supplier selects the **Cancel** option.

---

**NOTE:** To view awarded Solicitations from the Active Solicitations page, select the Solicitation Status link.
5.2 Solicitation Download Using Notification

This section describes the steps a Registered Supplier will need to follow to download a Solicitation using the notification inviting the Supplier to participate in the Solicitation.

1. To begin the process of downloading the Solicitation, the Supplier should select the Notification link used to invite the Supplier in the Worklist section.
2. The **Supplier Portal** displays the notification information.

3. The Supplier selects the **Negotiation Details** link.

![Negotiation Details](image-url)
4. The Supplier Portal displays the Notification Details page.
5. To download the Solicitation, the Supplier selects the **Printable View** option with the **Actions** field and then selects the **Go** button.

6. The **Supplier Portal** displays the **Open**, **Save** and **Cancel** options.
   a. To **download** a copy of the Solicitation, the Supplier selects the **Save** or **Open** option.
   b. To **view** a copy of the Solicitation, the Supplier selects the **Open** option.
   c. To **decline** proceeding with the download of the Solicitation, the Supplier selects the **Cancel** option.
5.3 Access Solicitation Abstract

This section describes the steps a Prospective Supplier will need to follow to obtain access to a Solicitation. Any Supplier irrespective of whether they are registered or not registered with WSSC will be able to view all WSSC Solicitation Abstracts.

1. Any Supplier (Registered or Prospective) or person can view an Abstract of all Solicitations by accessing the WSSC Abstract page: https://onesource.wsscwater.com/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE.

2. The Abstract page displays the abstracts for Active WSSC Solicitations. By changing the status to All, a display of all abstracts irrespective of status will be populated.
   a. To view the next set of 10 Abstracts, select the Next 10 link.
3. To view Solicitation Abstracts which are Closed, Awarded, Cancelled or Preview, select the appropriate option with the Status field and selecting the Go button.

4. To view details of an Abstract, select the Details icon with the Abstract.
5. The Supplier Portal displays the details of the Solicitation Abstract.

6. To download the Solicitation associated with the Abstract, a Registered Supplier must select the Login button and proceed to login at the Supplier Portal’s login page: https://onesource.wsscwater.com/

To download a Solicitation, a Prospective Supplier must proceed to register at the WSSC Prospective Supplier page:

https://onesource.wsscwater.com/OA_HTML/jsp/suppreg/SupplierRegister.jsp?ouid=BDB7AF1018A39E4A

7. The Supplier will be directed to the Supplier Portal’s Login page on selecting the Login button.
   a. The Supplier Portal will display the Supplier Login page when the Login button is selected.
   b. The Supplier then follows the steps with the Solicitation Download Using Menu Selection section.
5.4 Registered Suppliers Access Solicitation

A Registered Supplier will be able to access a Solicitation by logging into the Supplier Portal and making the appropriate selection to view and download Solicitation information.

5.4.1 Access Solicitation Abstract

This section describes the steps for a Registered Supplier to access a Solicitation Abstract.

1. The Registered Supplier selects the **WSSC Solicitations → Solicitation Briefers (Abstracts)** menu item.
2. The **Supplier Portal** displays by default the **Abstracts** page for Solicitations which are currently **active**.
   a. To view the Abstracts for Solicitations in any of the status options of **Preview**, **Closed**, **Awarded**, **Cancelled** or **All**, select the status option and select the **Go** button.
   b. The Supplier Portal displays the Solicitation Abstracts whose statuses match the selected status.

3. To view an Abstract associated with a Solicitation, select the **Details** icon corresponding to the relevant Solicitation.
4. The Supplier Portal displays the entire Abstract associated with the selected Solicitation Abstract record.

5. To return to the Solicitation’s Abstract page, the Supplier selects the **Return to Abstracts** page.

6. To view the entire Solicitation, the Registered Supplier will need to login to the Supplier Portal by selecting the **Login** button.
   
   a. The Supplier Portal will display the **Supplier Login page** when the **Login** button is selected.
   
   b. The Supplier then follows the steps with the **Solicitation Download Using Menu** Selection section.

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<td><strong>Title</strong></td>
<td>IFB 183 - Furnish and Deliver Detectable Tape</td>
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<tr>
<td><strong>Description</strong></td>
<td>The Commission is in need of a Contractor who will furnish and deliver Detectable Tape on an as needed basis.</td>
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<td><strong>Contract Certification Affidavit</strong></td>
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<td><strong>References Form</strong></td>
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<td><strong>Statement of Bidder's Qualification's Form</strong></td>
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<td><strong>Metropolitan Council of Governments Rider Clause</strong></td>
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5.4.2 Access Solicitation from Abstract Link

This section describes the steps for a Supplier to download a Solicitation.

1. The Supplier Portal displays the Login page.

2. The Registered Supplier provides Account information i.e. User Name and Password information and selects the Login button.
   a. A Prospective Supplier will need to register with WSSC to access Solicitation information at:
   
   https://onesource.wsscwter.com/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?ouid=BDB7AF1018A39E4A
3. The Supplier Portal displays the **Oracle Applications Home Page**.

4. The Supplier selects the **WSSC Solicitations → Active Solicitations** link.
5. The Supplier Portal displays the **Active Solicitations** page.

6. The Supplier performs a search for an active Solicitation by either or a combination of the Solicitation Number and Solicitation Title.
   
   a. To search by Solicitation Number, provide part of the Solicitation Number using the ‘%’ character or the full value of the Solicitation Number in the **Solicitation #** field and select the **Go** button.

   b. To search by Solicitation Title, provide part of the Solicitation Title using the ‘%’ character or the full value of the Solicitation Title in the **Title** field and select the **Go** button.

   c. To search by a combination of Solicitation Number and Solicitation Title, part of the Solicitation Number and / or Solicitation Title using the ‘%’ character or the full value of the Solicitation Number and / or Solicitation Title in the **Solicitation #** and **Title** fields and select the **Go** button.
7. The Supplier Portal displays active Solicitations matching the search criteria in the **Solicitation #** and **Title** fields.
   a. To clear the search criteria, select the **Clear** button.

8. To view the Solicitation, select the link below the **Solicitation #** field corresponding to the relevant Solicitation.
9. The Supplier Portal displays the active Solicitation.

10. To download the Solicitation, the Supplier selects the **Printable View** option with the **Actions** field and then selects the **Go** button.

11. The Supplier provides the option to **Open**, **Save** or **Cancel** the download of the Solicitation.
Warning
Auction 264 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

View Amendment History
Auction: 264.2

Title: IFB 264: Double Meter Setters
Status: Active (Locked)
Time Left: 11 days 3 hours

Buyer: Gaskins, Angela
Bid Style: Sealed
Outcome: Standard Purchase Order
Description: It is the intent of the Commission to obtain a Contractor who will provide Double Meter Setters. This Contract has been placed in the Commission’s SLMBE Sheltered Market for the following classifications: African American, Asian American, Hispanic American, Female/Woman-Owned, and WSSC Approved SLBE firms. See Appendix A for additional information.

Terms
Bill-To Address: W0357
Currency: USD

Additional Header Attributes (Buyer & Supplier)

Do you want to open or save 264_2_US.pdf from onsource.wsscwasser.com?
12. The Supplier Portal displays the PDF version of the Solicitation when the Supplier selects the **Open** option.
13. To view the Amendments posted for the Solicitation, select the View Amendment History option with the Actions field and selects the Go button.

a. The Supplier Portal displays the Amendment History page with the list of Amendments for the Solicitation with links to each Amendment associated with the Solicitation.

i. **To be considered for Award, the Supplier needs to acknowledge the Amendments associated with the Solicitation by selecting the Acknowledge Amendments button.**

ii. To access the Solicitation with all associated Amendments, select the Amendment link associated with the last version of the Solicitation under the Document Number.

iii. To view the Amendment associated with the Solicitation, select the View icon corresponding to the Amendment under the Review Changes field.

iv. The Supplier Portal will display the Amendment associated with the Solicitation.

v. The version of the document with the Solicitation and all Amendments has a Status of ‘Active’.

vi. The Amendments with the Solicitation has a Status of ‘Amended’.
i. The Supplier Portal displays the Acknowledge Amendment page for the first Amendment. The Supplier may view of the Amendments with the Solicitation by selecting the Next button.

ii. To acknowledge the Amendments with the Solicitation, select the Terms and Conditions checkbox.
vii. To download an Amendment, select the last version of the Solicitation by selecting the Amendment link.
   
i. The Supplier scrolls to the Notes and Attachments section, and selects the Amendment link associated with corresponding Amendment for the Solicitation under the Title field.
   
ii. The Supplier Portal provides the Open, Save or Cancel options.
   
iii. To view the Amendment, select the Open option available with the download.
iv. The Supplier Portal displays a PDF version of the Amendment for the Solicitation.
6 Access Sourcing Information

This section describes the steps to be followed by the Supplier to access and view Supplier and Solicitation information on logging into the Supplier Portal.

The process requires the Supplier to login to WSSC’s Supplier Portal which requires the Supplier to have registered with WSSC and been setup with an account to login to the Supplier Portal.

1. The Supplier accesses the URL for WSSC’s Supplier Portal: https://onesource.wsscwater.com/.
2. The Supplier then provides a valid User Name and Password.
3. The Supplier Portal displays the Oracle Applications Home Page, upon authentication of the login credentials.

4. The Supplier selects the WSSC Supplier Quick Links link.
   ➢ To access published abstracts (excluding awards) of Solicitation, the Supplier selects the WSSC Solicitations → Solicitation (Briefers) Abstracts link.
   ➢ To access active Solicitations, the Supplier selects the WSSC Solicitations → Active Solicitations link.
   ➢ To access Solicitation information which have been awarded, the Supplier selects the WSSC Solicitations → Solicitation Status link.
   ➢ To view the profile details of the Supplier, the Supplier selects WSSC Supplier Profile & User Manager → Supplier Details link.
   ➢ To access the frequently asked questions for the Supplier Portal, the Supplier selects the WSSC Supplier Resources → Supplier Portal FAQs link.
   ➢ To access the WSSC User Guide for the Supplier Portal, the Supplier selects the WSSC Supplier Resources → User Guides link.
   ➢ To search and view Supplier information for prime and business classification who have downloaded the solicitation, the Supplier selects the WSSC Supplier Resources → Reports → Solicitation Bid Holders Report link.
   ➢ To search and view Supplier information who have registered with WSSC, the Supplier selects the WSSC Supplier Resources → Reports → View Registered Suppliers link.
6.1 View Solicitation Abstracts

This section describes the steps to access abstracts of published Solicitations excluding those which have been awarded. Refer to the View Awards section of the Supplier Guide for steps on how to access Solicitation information which have been awarded.

1. To access an abstract of a Solicitation, select the WSSC Solicitations → Solicitation Briefers (Abstracts) link.
2. The Supplier Portal displays the **Abstract** page for Solicitations which are in an **Active** status.
   - To view the abstracts for all Solicitations irrespective of the Status, the Supplier selects the **All** option with the **Status** field and then the **Go** button.
   - To view the abstracts for Solicitations which are closed, the Supplier selects the **Closed** option with the **Status** field and then the **Go** button.
   - To view the abstracts for Solicitations which are cancelled, the Supplier selects the **Cancelled** option with the **Status** field and then the **Go** button.
   - To view the abstracts for Solicitations which are available for preview, the Supplier selects the **Preview** option with the **Status** field and then the **Go** button.
   - The abstracts for Solicitations which have been awarded are not available to be viewed by the Supplier from the Abstracts page. Awarded Solicitations can be viewed by accessing the **View Awards** link.
   - To view the entire Solicitation, the Supplier selects the **Login** button and performs a **Solicitation search**.
   - To view the next 10 Solicitation abstracts, the Supplier selects the **Next 10** link.

3. To view the Abstract information for a Solicitation, the Supplier selects the **Details** icon with the relevant Solicitation Abstract.
4. The Supplier Portal displays the abstract for the selected Solicitation.
   ➢ To view the Solicitation, select the Login button.
6.2 View Awards

This section describes the steps for a Supplier to view documents with a Solicitation which has been awarded.

1. To view the list of Solicitations which have been awarded, the Supplier selects the WSSC Solicitations → Solicitation Status link.
2. The Supplier Portal displays the Solicitations which have been awarded in the WSSC Awards page.

➢ To return to the Supplier Portal page, select the Return to Supplier Portal link which takes the Supplier to the Supplier page at https://www.wsscwater.com/supplier.
3. The Supplier may provide search criteria to filter the Solicitations displayed in the Awards page.
   - The search implemented by the Supplier Portal is a wildcard search.
   - The Supplier Portal retrieves and displays Solicitation records which have fields which contain the search criteria which is provided by the Supplier.

4. The Supplier Portal displays a filtered set of Solicitations based on the criteria provided by the Supplier.

5. To view the documents with a Solicitation, the Supplier selects the Solicitation record by clicking within the highlighted space with the Solicitation record.
6. The Supplier Portal displays a download option with each of the files associated with the selected Solicitation in a pop-up window.

7. To view the file(s), the Supplier selects the Download File button in the pop-up window followed by selecting the the Open option.
➢ If there are multiple files associated with the Solicitation, the Supplier Portal enables options to download any file and all files.
8. The Supplier Portal displays the file with the Solicitation.
9. To export the list of Solicitations, select one of the following 2 options.
   ➢ To export the Solicitation results to an excel file, select the Export Result To Excel option.
   ➢ To export the Solicitation results to a pdf document, select the Export Result To PDF option.

   ➢ The Supplier Portal displays the Solicitation records in the search results in an excel file when the Export Result To Excel option is selected by the Supplier.
➢ The Supplier Portal displays the Solicitation records as a pdf document when the Export Result To Excel option is selected by the Supplier.
6.3 View Registered Suppliers

This section provides the steps to obtain Suppliers who have been registered at WSSC (Washington Suburban Sanitary Commission).

1. To view the entire list of registered Suppliers at WSSC, the Supplier selects the WSSC Supplier Resources → Reports → View Registered Suppliers link.

2. The Supplier Portal displays the entire list of registered Suppliers with WSSC in the Registered Suppliers page.

3. To view a specific registered Supplier, the Supplier selects theSupplier record by clicking within the highlighted area with the Supplier record.
4. The **Supplier Portal** displays the registered Supplier information in a pop-up window.

➢ To obtain a printout of the registered Supplier information, select the **Print** functionality in the pop-up window.

➢ To export the list of registered Suppliers to a spreadsheet, select the **Export Result To Excel** button.

➢ To export the list of registered Suppliers to a PDF document, select the **Export Result To PDF** button.
5. The Supplier Portal enables the options to **Open, Save and Cancel** options.
   - To view the list of registered Suppliers, select the **Open** option.
   - To save the list of registered Suppliers, select the **Save** option.
   - To cancel the option to perform any action, select the **Cancel** option.

6. The **Supplier Portal** enables the **saving of the list of Suppliers to a spreadsheet** when the **Export Result To Excel** option is selected by the Supplier.
The Supplier Portal enables the generation of a PDF document with the list of Suppliers when the Export Result To Excel option is selected by the Supplier.

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<th>Business Type</th>
<th>Pri. NAICS</th>
<th>Sec. NAICS</th>
<th>MBE</th>
<th>WBE</th>
<th>SLBE</th>
<th>State</th>
<th>Zip code</th>
<th>Phone Nr</th>
<th>Email Add.</th>
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<tr>
<td>EUI Consulting Engineers, Inc.</td>
<td>Enamidem Ebob</td>
<td>Professional Service</td>
<td>541330</td>
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<td>Maryland</td>
<td>20706</td>
<td></td>
<td><a href="mailto:enam@usu-engineers.com">enam@usu-engineers.com</a></td>
</tr>
<tr>
<td>Diversified Consulting Engineers, LLC</td>
<td>Mohamed Banda</td>
<td>Professional Service</td>
<td>541330</td>
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<td>Maryland</td>
<td>20904</td>
<td>301-641-5823</td>
<td><a href="mailto:bandhu1@verizon.net">bandhu1@verizon.net</a></td>
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<td>KM Engineering, Inc.</td>
<td>Keith Brown</td>
<td>Professional Service</td>
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<td>20705</td>
<td>240-542-4238</td>
<td><a href="mailto:keith@kmesengineering.com">keith@kmesengineering.com</a></td>
</tr>
</tbody>
</table>
6.4 View Supplier Portal User Guide

This section describes the steps to access the Supplier Portal User Guide.

1. To access the Supplier Portal User Guide, the Supplier selects the WSSC Supplier Resources → User Guides link.

2. The Supplier Portal displays the Supplier Portal User Guide.
6.5 View Frequently Asked Questions

This section describes the steps to access the page with Frequently Asked Questions (FAQs) from the Supplier Portal.

1. To access the Frequently Asked Questions (FAQs) page, the Supplier selects the **WSSC Supplier Resources → Supplier Portal FAQs** link.
2. The Supplier Portal displays the Frequently Asked Questions page.

https://www.wsscwsswater.com/supplierfaqs

Supplier Portal FAQs

How can I get on the WSSC's Bid list for contract opportunities?

WSSC's Supplier Portal serves as the central (and only) site for suppliers to register to do business with WSSC. To receive e-mail notifications on contract opportunities, suppliers must register in the WSSC Supplier Portal identifying their North American Industry Classification System (NAICS) industry code for the commodity and services they wish to receive notifications. Each supplier must provide a primary NAICS code in their profile and may select additional codes.

What are NAICS codes?

The North American Industry Classification System (NAICS, pronounced Nakes) was developed under the direction and guidance of the Office of Management and Budget (OMB) as the standard for use by Federal statistical agencies in classifying business establishments for the collection, tabulation, presentation, and analysis of statistical data describing the U.S. economy. NAICS is based on a production-oriented concept, meaning that it groups establishments into industries according to similarity in the processes used to produce goods or services. NAICS replaced the Standard Industrial Classification (SIC) system in 1997.

I am a certified minority business. Will I have to register and identify my certification status in the Portal?

- Yes, all firms are required to register.

Supplier Portal Links

- WSSC Supplier Portal System
- WSSC Supplier Portal User Guide
- Architectural/Engineering and Construction Bids
- Compliance FAQs

Need Assistance?

procurement.support@wsscwsswater.com